

Human Services Technician *Program Proposal*

Presented to the South Dakota
State Board of Education
March 2013



Mitchell Technical Institute
1800 E. Spruce St. • Mitchell, SD 57301



Mitchell Technical Institute

New Program Proposal: Human Services Technician

Length of Program: Two-Year Associate Degree

Number of Students: 24

Projected Start Date: Fall of 2013

Executive Summary:

It is the intent of Mitchell Technical Institute to offer an Associate of Applied Science degree in Human Services Technician beginning in the fall of 2013. The program is designed to develop competent professionals who will provide social, educational, and psychological support to persons in need of all ages, abilities and socioeconomic statuses. Students will be prepared for entry-level positions in institutions and agencies which provide social and community services. Some aptitudes and interests that are essential for human services include emotional stability and maturity, an interest in working with people, and an appreciation of cultural diversity. A fieldwork experience will provide the students an opportunity to apply knowledge and skills learned in the classroom.

Students who enroll in the program will range from recent high school graduates to older individuals desiring a career change to homemakers seeking a career outside the home.

Students may come from a variety of cultural, educational, and socioeconomic backgrounds. Students generally share a desire to have a positive impact on their community through giving of themselves.

The Mitchell area has several facilities that could provide fieldwork and employment opportunities: Aurora Plains Academy, Our Home, Chamberlain Academy, Abbott House, Life Quest, Summit Oaks, and Volunteers of America, to mention a few. These graduates will serve a diverse population with a range of challenges. Their work will vary, depending upon the clients they serve.

Mitchell Technical Institute

Application Overview

Program Title: Human Services Technician

Number of Students: 24

Projected Start Date: Fall 2013

Identification and Description of Program

The Human Services Technician program is designed to prepare people for entry-level positions in a variety of agencies and organizations that provide human and social services. Students in the Human Services Technician program will study various aspects of human behavior and services, along with general education subjects, to earn an Associate of Applied Science degree. Students will be trained to observe and interview patients, carry out treatment plans and handle crises in a variety of difficult situations. They will be introduced to a wide range of human service organizations and resources needed to serve their clients effectively. Actual fieldwork experience in a community human services agency under the supervision of a working professional is required.

This two-year program will prepare students for future work in social services in many areas. The required curriculum will entail core courses for all students; students will also have the option to attain certificates in Juvenile Justice, Therapeutic Recreation, Disabilities, Substance Abuse Education, and Youth Services while enrolled in the Human Services Technician degree program. The Associate degree and additional certificates will prepare students for work in residential facilities for youth or adults, case management, retirement communities, substance abuse facilities, nursing homes, assisted living and agencies that deal with juvenile and criminal justice.

Objectives and Purpose of the Program:

The program will be dedicated to offering students the experience and overall education to become a successful Human Services Technician. This program will provide attention to professionalism, communication and technical skills.

General Program Objectives:

- Demonstrate knowledge of counseling theory
- Develop and maintain group leadership skills
- Apply skills to development of care and treatment plans and interventions
- Demonstrate professional and ethical standards
- Demonstrate effective oral communication with staff, clients and families
- Develop and demonstrate interviewing and recordkeeping skills
- Demonstrate assessment and treatment knowledge, skills and strategies
- Communicate effectively through both written and oral means
- Demonstrate a professional work ethic and attitude
- Apply reasoning and critical thinking skills to solve problems and seek information
- Use computer technology within this field of study
- Work cooperatively

Methods of Attaining the Objectives of the Program:

Pending approval, MTI will develop marketing materials and recruit students. MTI will hire instructors and, with assistance from an advisory committee, will finalize course syllabi, purchase equipment and supplies, and secure resource materials.

MTI provides assurance that it possesses the resources and staff necessary to:

- Develop marketing materials and recruit students
- Recruit and supervise qualified staff

Assess the abilities of students for good program and course placement

Develop and administer budgets

Make available textbooks and other instructional resources

Evaluate programs and staff

Assist students in finding fieldwork experiences

Assist student in finding jobs

Secure input from industry through advisory committees

Maintain membership in professional organizations and provide time and fiscal resources for professional development

Provide financial aid and scholarships

Provide services to disabled and nontraditional students

Provide a variety of general education courses

Provide a typical two-year technical institute climate

Assist students with housing and provide daytime food service

Description of the Needs Based on Labor Market Demands:

According to the Occupational Outlook Handbook, the national job outlook for human services assistants is expected to grow by 28% from 2010 to 2020, faster than average for all occupations. In South Dakota the projected growth is 17%. Growth will be due to an increase in the elderly population and a rising demand for health care and social services.

Much of the growth will be due to the needs of the aging population. Adult day care, meal delivery, and in-home personal care will increase in demand as the population continues to age. The need for more human services assistants is also due to a projected rise in the number of people seeking treatment for addictions and/or receiving treatment in specialized centers, rather than jail, for drug offenses. This will result in an increase in the demand for social and human services technicians who work in treatment programs or work with people with addictions.

There will also be a continued demand for child and family human services assistants. They will be needed to help workers investigate child abuse cases, as well as place children in foster care and with adoptive families.

Employment of social and human services assistants in the industries employing the largest number of these workers is expected to grow as follows from 2010 to 2020:

Individual and Family Services	57%
Community and Vocational	31%
Nursing and Residential Care	24%
Local Government (excluding hospitals and schools)	9%
State Government (excluding hospitals and schools)	4%

Following is a partial list of potential jobs:

Residential counselor

Group activities aide

Adult day care worker

Group facilitator

Group home worker

Home health aide

Halfway house counselor

Intake interviewer

Job coach

Activities coordinator

Behavior management aide

Child care worker

Child abuse worker

Gerontology aide

Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics

<http://www.bls.gov/ooh/community-and-social-service/social-and-human-service-assistants.htm>

Population Served:

The program is available to any applicant who has successfully completed the admission requirements set by Mitchell Technical Institute. MTI does not discriminate in its educational programs on basis of race, color, creed, religion, age, sex, disability, national origin or ancestry. The program will draw its students from South Dakota and surrounding states, and the opportunities for employment will favor that same geographical area. This program will not only be targeted at traditional-age college students, but will also be appealing to career changers and older workers looking to change or enhance their skills.

Projected Three –Year Budget

	2013-2014	2014-2015	2015-2016
Salaries/Benefits	\$58,000	\$60,000	\$62,000
Equipment	\$2,500	\$2,500	2,500
Supplies	\$2,000	\$2,000	\$2,000
Travel	\$2,000	\$2,000	\$2,000
Marketing	\$2,500	\$2,500	\$2,500
TOTAL	\$65,000	\$67,000	\$69,000

Program Competencies and Entry and Exit Points

Entry point will be the fall of 2013. The exit point will be at the completion of coursework. Graduates will receive an Associate of Applied Science Degree in Human Services Technician. Certificates in Juvenile Justice, Therapeutic Recreation, Disabilities, Substance Abuse Education and Youth Services may be taken concurrently with the Human Services Technician associate degree. Students must maintain an overall GPA of 2.0 to graduate. The curriculum is competency-based and will be reviewed and approved by a program advisory committee. Additionally, MTI will adhere to any future guidelines or certifications set by the industry.

Statement of Duplication

Mitchell Technical Institute is aware that this is a duplicated program. However, due to large growth in this industry and demand, especially in the Mitchell area, Mitchell Technical Institute has asked for and received approval from the presidents of the other technical institutes in the state to offer the Human Services Technician program.

Mitchell Technical Institute will approach the program in a somewhat different manner. All graduates will earn a general Human Services Technician AAS degree. Also, students may customize their education during their two years of enrollment by taking elective courses to earn specialized certificates. They may also return at a later time to take additional courses needed for employment in a specific human services position.

Proposed Curriculum Design

First Semester (Fall)

Computer Applications	3
Introduction to Human Services	3
Interviewing Principles & Recordkeeping	3
Communication Elective	3
Introduction to Psychology	3
	15 Credits

Second Semester (Spring)

Community Resources and Services	3
Introduction to Counseling	3
Math Elective	3
Professional Practices in Human Services	3
Introduction to Sociology	3
	15 Credits

Third Semester (Fall)

Field Experience I	4
Group Counseling	3
Alcohol/Drug Abuse Rehabilitation	3
Abnormal Psychology	3
	13 Credits

Fourth Semester (Spring)

Field Experience II	4
Psychopharmacology	3
Marriage and the Family	3
or	
Family Theory and Practice	3
Developmental Psychology	3
	16 Credits

Proposed Curriculum (continued)

Proposed List of Electives

Students may earn certifications by taking 6 elective credits in a desired concentration.

Survey of Public Services	3 (Cr)	Child and Adolescent Mental Health	3 (Cr)
Aspects of Disabilities	3 (Cr)	Family & Chemical Abuse	3 (Cr)
Correctional Processes	3 (Cr)	Substance Abuse	3 (Cr)
Intro to Gerontology	3 (Cr)	Child Welfare Policy and Practice	3 (Cr)

Wage Factor

The national median hourly wage of social and human service assistants was \$13.56 in May 2010. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$9.03 per hour, and the top 10 percent earned more than \$21.59 per hour. Average wage in South Dakota is \$11.56 per hour.

In May 2010, the median hourly wages of social and human service assistants in industries employing the largest numbers of these workers were as follows:

State government, excluding education and hospitals - \$16.27

Local government, excluding education and hospitals - \$15.94

Individual and family services - \$13.10

Nursing and residential care facilities - \$11.72

Most social and human service assistants work full time. Some work nights and weekends.

Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics

<http://www.bls.gov/ooh/community-and-social-service/social-and-human-service-assistants.htm>

Cip Code: 44.0000

Human Services, General

Definition: A program that focuses on the general study and provision of human and social services to individuals and communities and prepares individuals to work in public and private human services agencies and organizations. Includes instruction in the social sciences, psychology, principles of social service, human services policy, planning and evaluation, social services law and administration, and applications to particular issues, services, localities, and populations.

Appendix A



804 North Mentzer
Mitchell, South Dakota 57301
www.lifequestsd.com
605-996-2032

March 1, 2013

Greg Von Wald, President
Mitchell Technical Institute
1800 E. Spruce St.
Mitchell, SD 57301

Greg:

I am writing in support of MTI's plan to offer a Human Services Program for students in this area.

LifeQuest is a private nonprofit agency that offers comprehensive services to people with intellectual and developmental disabilities in the Mitchell area. We employ about 200 people and continually struggle to find qualified employees.

We believe there would be multiple benefits to your having such a program at MTI. It would help to promote the idea that there is value to a career in the human services. It would provide an ongoing cadre of trained employees for the many nonprofit (and for profit) human services agencies in the Mitchell area. It would foster a broad collaborative effort between MTI and the many service providers to develop and enhance curriculum and a huge potential for extra-curricular activities.

The need for human services in this country will only continue to grow for the foreseeable future. We are extremely pleased that MTI is planning to develop coursework in this field. You can count on us to be actively engaged in this effort.

Good luck.

Sincerely,

A handwritten signature in black ink, appearing to read "Daryl Kilstrom", with a long horizontal flourish extending to the right.

Daryl Kilstrom
Executive Director

OUR HOME, INC.

Administrative Offices

334 3rd St SW • Huron, SD 57350-2418 • Phone (605) 352-4368 • Fax (605) 352-4976

February 28, 2013

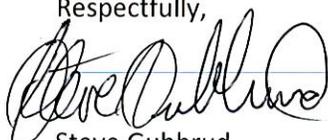
RE: Letter of Support for Mitchell Technical Institute/Human Services Programming

To Whom It May Concern:

I am writing in support of MTI's proposed plan to begin a 2 year Human Services program. Our Home, Inc. is an agency that serves the at-risk youth of South Dakota in a Psychiatric Residential Treatment setting employing 127 employees between Parkston and Huron, South Dakota. As with many Human Services positions the turnover can be high due to the high intensity needs of today's youth causing worker fatigue. There are few calendar months in which we are not looking to hire or add to our employee roster. The field is ever changing and the demands of contract and accrediting bodies are ever increasing to include the need for more degreed staff, this MTI program would open a new door for us as an employer in the field.

Our Home Inc. is very much in support of this proposed plan, if you should require more information or have questions, please call, 605-352-4368.

Respectfully,



Steve Gubbrud
Executive Director

Residential Treatment
103 W Maple Street
Parkston, SD 57366-0550
Phone (605) 928-7907
Fax (605) 928-7910

Adolescent Sexual Adjustment Program
40354 210th Street
Huron, SD 57350-7928
Phone (605) 352-9098
Fax (605) 352-0550

Rediscovery Drug & Alcohol Treatment Center
40354 210th Street
Huron, SD 57350-7928
Phone (605) 353-1025
Fax (605) 353-1061



To whom it may concern,

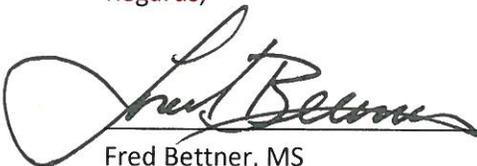
The following is a letter of support for Mitchell Technical Institute and their aspiration to create a Human Services Program. Aurora Plains Academy is an intensive residential treatment center for youth 10-20 years old. We provide the highest level of care available in South Dakota and believe in providing the most innovative services to a very complex population of youth in a trauma sensitive care model.

At Aurora Plains Academy we employ approximately 150 staff in an extremely rural location. Finding the quantity of staff required by the State of South Dakota to run our program has been a monumental challenge. Although the recruitment of staff will always present a challenge for us, it has become exceedingly difficult to recruit highly qualified staff with either education in a social/behavioral science or experience in the field. When Aurora Plains Academy opened in 2007, State licensing required us to only employ staff who held a baccalaureate degree in a social/behavioral science. We eventually persuaded State licensing that this was not possible in a State with so few social science programs and a small population. Licensing now requires us to employ a portion of our staff that either has a bachelorette degree or two years post-secondary education with one year of experience. Even with exception to our license, we continue to struggle to recruit qualified staff.

We would strongly support Mitchell Technical Institute's desire to create a Human Services Program and would be very interested in helping develop curriculum, providing presentations on innovative services in the field, and providing internship opportunities for future graduates of the program. We feel this partnership would be mutually beneficial in raising the quality of services provided at both organizations.

If there are any further questions, please contact me using the information provided below.

Regards,

A handwritten signature in black ink, appearing to read "Fred Bettner", is written over a horizontal line.

Fred Bettner, MS

Executive Director

Aurora Plains Academy

fbettner@clinicarecorp.com